



## Building Permit Submission Requirements for Single-Family Site Plans

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**All single-family site plans submitted along with a James City County Building Permit application shall have the following information clearly identified:**

- ☐ The limits of clearing, grading, and disturbance must be clearly identified and distinguished from those areas of Trees and Understory which are to be preserved.
- ☐ Erosion Control measures are required to be shown on the plan. Indicate the proposed locations for the installation of Silt Fence and a stone Construction Entrance.
- ☐ Provide the existing Topographic Contours of the lot and any proposed grade changes. Show any existing drainage ways. All slopes 25 percent or greater **MUST** be identified on the site plan with hash marks **AND** a signed exception request (Sensitive Area Activity Application) must be submitted.
- ☐ Provide the proposed Finished Floor elevations, along with the proposed Final Grade elevations at the building corners.
- ☐ Indicate if the proposed dwelling is located within the 100 Year Floodplain.
- ☐ Provide spot elevations or invert elevations of the nearest drainage structure or ditch which will handle the stormwater runoff from the lot and from proposed structures.
- ☐ Provide directional arrows indicating the proposed drainage patterns and flow directions for stormwater runoff.
- ☐ Show the location of any streams, ponds, surface waters, or wetlands on the lot or within 100 linear feet of the lots boundary lines. Show any platted or County identified RPA boundaries and corresponding 100 foot buffers.
- ☐ Submit a **Perennial Evaluation** for any water body within 100 linear feet of the lot's boundary lines that has not been identified as an RPA feature, but may be a perennial stream. When submitting the evaluation, please follow the evaluation guidelines set forth in "**Chesapeake Bay Ordinance Submission Requirements for Single-Family Site Plans**" available at the Engineering and Resource Protection Division. If a water body is determined to be perennial, RPA boundaries and corresponding 100 foot buffers must be identified and platted.
- ☐ Identify the locations of any proposed or existing drainfields or wells.
- ☐ Miscellaneous: \_\_\_\_\_

### **NOTE**

**If the plan is submitted without the above information, it will be disapproved, returned to the applicant for revisions, and the building permit will not be issued.**

**The applicant must provide James City County with the name and certificate number of a Responsible Land Disturber along with the permit application.**

Applicant's Signature: \_\_\_\_\_